

PROCUREMENT MANAGER

DEFINITION

Under administrative direction, is responsible for directing the City procurement function including the procurement of materials, supplies, equipment and services used by the City; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Serves as an advisor to the Finance and Management Director on activities related to the procurement function of the City of Columbus;

Develops, facilitates, and evaluates the City's procurement function objectives, goals, programs, policies and work plans; develops strategic plans to continuously improve and evaluate the procurement function;

Collaborates with management, procurement, and fiscal professionals to provide mutually effective solutions to common challenges;

Directs the development and implementation of sales, freight, receiving, testing and acceptance policies and procedures; directs the development of supplier benchmark policies and evaluation;

Provides advice on the development and implementation of a procurement education curriculum;

Monitors the City's compliance with procurement policies, procedures and Columbus City Code requirements including those requirements outlined in Chapter 329 and Title Thirty- Nine;

Develops standard citywide procurement policies, according to applicable federal, state and local guidelines, as well as accepted professional practices, principles and standards;

Directs the activities of the Purchasing Office, which includes awarding contracts to successful bidders and directing the issuance of appropriate procurement documents;

Directs the creation and maintenance of vendor registration methods; directs the development/implementation of supplier protest policies;

Directs the preparation of the Purchasing Office annual budget;

Directs the development and/or acquisition of appropriate financial and price indices for procurement management and analyses;

Attends Cabinet meetings to update the Mayor's staff on procurement improvement status, and to receive input from management;

Acts as a consultant on policies, staffing, skill requirements, and strategic planning related to procurement; participates in discussions related to the City's procurement function;

Participates in appropriate professional activities in order to stay current with developments in the field of governmental and private procurement functions;

Acts as the Finance and Management Director in procurement related matters, in the absence of the Finance and Management Director.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and five (5) years of experience in procurement, business or public administration, or other related field. Substitution(s): A law degree or a master's degree in a related field may be substituted for two (2) years of the experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of City operations and organizational structures which may include government finance and public and private procurement; thorough knowledge of procurement affirmative action issues; thorough knowledge of centralized purchasing methods and techniques; thorough knowledge of contracting, bonding, price indexing, and discounting procedures; thorough knowledge of technical and financial analysis techniques; thorough knowledge of the principles of budgeting; skill in using a computer and relevant software; ability to conduct effective internet searches; ability to analyze data, define problems and recommend solutions; ability to oversee and coordinate procurement and purchasing activities; ability to manage physical resources; ability to write and speak effectively; ability to develop and maintain effective working relationships with others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	0776
Job Family:	Administrative
EEO Job Category:	Official/Administrative
Compensation Plan:	MCP
Salary:	Grade 95
Class established:	02-26-96
Current spec:	07-25-05
Commission action taken:	Revise
Last reviewed:	07-25-05